

2019 MHSRS Supplement to Military Medicine Guidelines for Authors

Since 2012, a scientific supplement reflecting the proceedings of the Military Health System Research Symposium (MHSRS) has been published through Military Medicine, the official monthly journal of the AMSUS –Society of Federal Health Professionals. This supplement focuses on non-trauma related Warfighter related research. A sister supplement, published through the Journal of Trauma and Acute Care Surgery, focuses on trauma related research.

To be eligible to submit a manuscript to the 2019 MHSRS Supplement to Mil Med, the author must have had an abstract accepted for either an oral or poster presentation at the 2019 MHSRS.

The MHSRS Supplement to Mil Med has been averaging ~18 months from the end of the MHSRS to publication of that year's meeting supplement.

General Information

- **Manuscripts must comply with the guidelines outlined in this document or the manuscript will be returned to the author for revision.**
 - Failure of the authors to follow written instructions on manuscript formatting is a **major** bottleneck in the timeline to publication.
 - Manuscripts received as one file, a .pdf file, or not following the specific instructions described in this document will be returned to the author for revision.
- **Only feature articles will be accepted.** Feature Articles should be based on the MHSRS accepted abstract. **Review articles, brief/case reports, or editorials will not be accepted.**
- Use **only** standard 12-point Times New Roman font and spacing. Use double-spacing throughout, including title page, abstract, text, acknowledgments, references, and legends.
- All manuscript submissions will be peer reviewed. Notification of decisions concerning the manuscript will be sent only to the Corresponding Author.
- The authors alone are responsible for the content and opinions expressed in the paper. Authors are responsible for obtaining the proper clearances from their institutions prior to manuscript submission.

Authors submitting articles that fit the description in the US Copyright Act of 1976 of a "US Government Work" are responsible for obtaining any required clearance from the appropriate federal agency prior to submission.

Military Medicine is a copyrighted journal. While some papers submitted fit the description of the U.S. Copyright Act of 1976 of a "U.S. Government Work" and are therefore considered to be Public Domain Information, **Military Medicine** reserves the right to copyright its design and layout of that information.

- Manuscripts whose use of the English language makes it difficult to understand will be returned to the author for revision before any peer review is initiated.

- Changes of address between the time between manuscript receipt, acceptance, forwarding to the printer, or withdrawn, should be provided to the 2019 MHSRS Supplement Editors. Failure to provide current contact information may result in the manuscript being deactivated.
- The time limit for author revisions is 30 days. If no communication has been received within the 30 day time frame, the contribution may be considered withdrawn.
- An accepted manuscript will be held for a publication date until all required copyright documents have been received. If no communication is received within 60 days after the initial request, the manuscript may be withdrawn from further consideration.

Manuscript submissions for the MHSRS supplement to Mil Med have a different submission process than for the monthly edition of Military Medicine. Do not submit your completed manuscript to the Military Medicine website.

- **Submit intent to submit by 15 Nov 2019 to usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@mail.mil.**
- **Submit the completed manuscript package by 15 Jan 2020 to usarmy.detrick.medcom-usamrmc.mbx.mhsrs-info@mail.mil.**
- All subsequent correspondence concerning the manuscript will be through the 2019 Supplement Editor/Editorial Staff.

Manuscript Submission Format

Submit the following WORD files

- (1) WORD file: Title page - see Appendix 1 for guidance
 - (2) WORD file: Abstract/structured summary, text, and references – see below and Appendix 2 (References) for guidance
 - (3) Individual WORD file for each Table and Figure (limit 4 total) – see guidance below
 - (4) Individual WORD files for any other Table and Figure – see guidance below
- **Abstract/Structured Summary** – The abstract should be approximately 300 words; **do not number this page**; format under the following headers and start each header on a new line:
 - Introduction
 - Materials and Methods
 - Results
 - Conclusions
 - **Text**
 - **Limit is 4,000 words - Manuscripts exceeding this word count will be returned to the author for consolidation.** (This text limit does not include References – see guidance below).
 - Use headings to separate sections (e.g., Introduction, Methods, Results, Discussion, and Conclusions). Insert subheadings, as needed.
 - **Do not number pages**
 - For acronyms used multiple times in the text, spell out the entire name the first time it is used in the manuscript followed by the acronym in parentheses. If the

first time the acronym is spelled out is the only time the acronym is used in the text, do not list the acronym.

- Do not punctuate abbreviations, with the exception of U.S.
- Use the active voice and the third person throughout
- Use generic names of drugs unless the specific trade name of a drug is directly relevant to the discussion.
- In the Methods section
 - Required – An ethics review statement
 - Required (as applicable) - Institutional Review Board Reviews and Clinical Trial information. Include a statement that the research received the appropriate review board approval or waiver, location of the review board, and if the clinical trial was registered.
 - For further information, Military Medicine follows ICMJE guidelines (<http://www.icmje.org>)
- **References**
 - **The number of references is not included in the word limit. The number of references should be sufficient in number to support the content of the manuscript, but should not be excessive. After a review of references from manuscripts published in past Supplements, we are setting a limit of 35 references per manuscript.**
 - The accuracy of manuscript references is the author's responsibility. Any article with an excessive number of references for the length of the manuscript will be returned to the author.
 - All listed references must be cited within the text and represented by a numbered superscript. References should be superscripted in the text in numerical order (e.g., 1,2,3). If the reference is at the end of a sentence the reference should be **AFTER** the period (e.g.stated results.^{1,2})
 - Double space references.
 - Do not list a reference more than once.
 - Do not use *ibid* or other such terms.
 - List up to six authors for the reference. If there are more than six authors, list the first three and then use “et al”.
 - Format references **ONLY** in the style conforming to Military Medicine guidelines. For examples, see Appendix 2. **You MUST use this format for references.** Mil Med will not accept references written in any other style. References written in any other style will be reformatted.
 - **Significant time is spent annually by the Editorial Staff reformatting references, delaying the submission of the manuscript to Mil Med and the start of the peer review process.**
 - **Do not** link the references to the text. This makes the references difficult to edit, particularly if they are submitted in the incorrect format.
 - **Do not** cite unpublished works or personal communications as references. Note these in the main text in parentheses. It is the author's responsibility to obtain appropriate permission to refer to another individual's unpublished works.

- An article submitted to a journal for publication consideration is not an accepted reference. Only manuscripts that have been accepted for publication and are "in press" may be cited. List the references with status and anticipated date of publication, if available.
 - References should be closely pertinent material and no more than 10 years old.
 - References **must** be accessible and searchable for all journal readers. This includes any referenced policy papers, newspaper articles, and videos.
 - Provide the website name, URL, and the last date you accessed this reference (must be within the last year) for references unavailable through PubMed or a local library.
 - All references will be checked electronically by the Editorial Staff to ensure they can be accessed.
 - Use a black text font when listing all e-links and remove any underlining.
 - Abbreviations of journal names should conform to the style used in the U.S. National Library of Medicine; journals not indexed there should not be abbreviated.
- **Tables and Figures**
 - **Limited to 4 total per manuscript.** – Any additional figures and tables should be noted as Appendices and will be published on-line, but not in the print edition.
 - All submitted tables and figures/photos/images materials must support information presented in the text.
 - Submit each table and each figure as a separate WORD file.
 - At the top of each page, note the table or figure number (e.g., Table 1.) and include a Times New Roman, 12 font, double spaced, short description of the contents of the table or figure. Do not embed the legend in the table or figure. Spell out acronyms.
 - Define all acronyms that are used more than once in the legend.
 - Photographs may be cropped in order to fit properly without distortion.
 - Acknowledge all tables and figures/photos/images taken from other publications. Proof of reprint permission must be included with the submission, if applicable.
 - Release to publish the likeness of a subject in a photo must be included in the submission. If not included, proper means to protect the identity of the subject must be used.
- Table specific information
 - Tables should not exceed 7 inches in width
 - Tables are published in black and white. Prepare tables with a light background and dark print.
 - Any text within the table should not exceed 8 point.
 - Specify units of measurement.

- Values expressing the same units of measurement must read down, not across. If percentages are used, present approximate numbers.
- Figure specific information
 - These should express trends or relationships between data, either graphic or pictorial in nature.
 - For any individual figure/photo/image, do not exceed one text page.
 - Any text within the table or figure/photo/image should not exceed 8 point.

Appendix 1. Example Title Page.

Pages: X

(Include abstract, text & references in page count)

TEXT Words: X

(DO NOT exceed 4,000 words)

Tables: X

Figures: X

(Total # of Table & Figures not to exceed 4)

Appendices: X

References: X

(Average number has been ~35; manuscripts with an excessive references will be returned)

Contact: CDR Jones

Email: joe.jones@med.navy.mil

Guarantor: CDR Jones

Manuscript Title

(Concise manuscript title, with no subtitles, place in the middle of the page)

(Plus)

Short running title of no more than 50 characters

(List all authors)

CDR Joe C. Jones, MC, USN¹

William B. Person, Ph.D.²

CAPT Mary M. Smith, MC USN, (Ret.)^{2,3}

Scott P. Tissue, M.D.¹

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²**Organization Name, Number & Street Address, City, State, Zip Code**

³**Organization Name, Number & Street Address, City, State, Zip Code**

- If an author is an Active Duty, reserve, or retired uniformed services member, list their rank, corps and Service are required. **Do not list their academic degrees or certifications.**
- If an author is a civilian, list their highest academic degree. All civilian authors must have a degree listed. If the author has no degree (e.g., undergraduate, make a note on the title page).

- Authors should not use initials for both first and middle names. At least one given name should be written in full.
- **Provide the e-mail address of each author.**
- If there is more than one institutional affiliation for all authors, link the author to their institutional affiliation by a numbered superscript.
- Under the list of authors, list the institutional affiliations
 - Author addresses should be the location where the research was undertaken or a work address. Do not list home addresses. All U.S. addresses must contain street numbers, street names, city, state, and zip codes.
 - Provide non-U.S. addresses in English along with the complete mailing address (e.g., street number, street name, city, country, country code).

Keywords: (Required) (3-5 keywords)

Presentations: (Required) (Include MHSRS abstract number) (e.g., Presented as a poster at the 2016 Military Health System Research Symposium, Kissimmee, FL; MHSRS-16-111).

Funding Sources: (Required) (State funding source - e.g., This study was supported by a grant from the Air Force (#AA0000-00-3-1234). If none - state "None".

Disclaimers: (Required) (State disclaimer - e.g., The views expressed in this paper are those of the authors and do not necessarily represent the official position or policy of the U.S. Government, the Department of Defense, or the Department of the Air Force). If none, state "None".

Acknowledgements: (Required) (e.g., We thank Lisa Smith for her quality assurance reviews of the data and clinical diagnoses. We also thank the clinicians in the Harvard Rehabilitation who referred patients for assessment in this clinical trial). If none, state "None".

- Restrict Acknowledgements to no longer than four typed lines.
- Authors are responsible for obtaining written permission from all persons named in an Acknowledgment, since readers may infer their endorsement of data and conclusions. The Corresponding Author must include the following statement in the cover letter: "I have obtained written permission from all persons named in the Acknowledgment."
- Acknowledge pharmaceutical companies are acknowledged only if they provide experimental drugs or drugs that are unavailable in this country.

Appendix 2. References

Guidance for Formatting

- List up to six authors; if more than six, list first three and then “et al.”
- References are superscript numbers in the text
- Include the entire page range of the article in the reference
- Author names are styled surname and initials. **Do not use periods in author initials or in journal names.**
- Journal names and book titles are Times New Roman, 12 font and double spaced
- **All references need to be accessible.** For URL references, after the author name and title, cite: “Available at <http://....>; accessed (date)”.

Example Formatting

- Journal Articles
 - Bellamy RF: The causes of death in conventional land warfare: implications for combat casualty care research. *Milit Med* 1984; 149: 55-62.
 - Mader TH, Aragonés JV, Chandler AC, et al: Ocular and ocular adnexal injuries treated by United States military ophthalmologists during Operation Desert Shield and Desert Storm. *Ophthalmology* 1993; 100(Suppl): 1462-7.
 - Bauer RM, Young GD, Keeler JR: Tachykinins and pulmonary edema after acute phosgene exposure in guinea pigs. *J Am Coll Toxicol* 1997; 15(Suppl 2): S99-S112.
 - Murphy F, Browne D, Mather S: Women in the Persian Gulf War: health care implications for active duty troops and veterans. *Milit Med* 1997; 162: 656-60.
- In Press (accepted, NOT just submitted, for publication) manuscripts
 - Jones PR: Mental health in the military. *J Ment Health* 2002 (in press).
- Books
 - Freeman RK, Poland RL (editors): *Guidelines for Perinatal Care*, Ed 3, pp 91-116. Washington, DC, American Academy of Pediatrics and American College of Obstetricians and Gynecologists, 1992.
 - Werrien RJ, Kirby SD, Madren-Whalley JS: Phosgene-induced calcium changes in pulmonary artery endothelial cells. In: *Toxicity Assessment Alternatives: Methods, Issues, Opportunities*, pp 176-83. Edited by Salem H, Katz S. Totowa, NJ, Human Press, 1999.
 - Statistical Package for the Social Sciences, Version 7.5 [computer software]. Chicago, SPSS, 1997.
 - Kiergaard S: *Om Begrebet Angst*. Copenhagen, Reitzel, 1844. [English translation: *The Concept of Dread*. Princeton, NJ, University Press, 1944.]

- Military Attrition: DOD Could Save Millions by Better Screening Enlisted Personnel. Report GAO/NSIAD-97-39. Washington, DC, U.S. General Accounting Office, January 2001.
- Wounds and injuries of bones and joints. In Emergency War Surgery: Second United States Revision of the Emergency War Surgery NATO Handbook, pp 256-67. Edited by Bowen TE, Bellamy RF. Washington, DC, U.S. Government Printing Office.
- World Health Organization: International Classification of Diseases. Adapted for Use in the United States. 1955 revision [seventh]. Geneva, WHO, 1957.
- Technical Reports
 - Bell NS, Mangione TW, Hemenway D, Amoroso PJ, Jones BH: High Injury Rates among Female Army Trainees: A Function of Gender. Technical report MISC96[hyphen]6. Natick, MA, US Army Research Institute of Environmental Medicine, 1996.
 - Knapik JJ, Sharp MA, Canham ML, et al: Injury Incidence, Injury Risk Factors for Injury and Illness among Male and Female Army Basic Trainees. Technical Report T19/88. Natick, MA, US Army Research Institute of Environmental Medicine, 1999.
- Newspaper Articles
 - Associated Press: Flood relief stalled as U.S. commanders await orders. Boston Globe, March 9, 2000, p A24.
- On-line References
 - AFMS metrics. Washington, DC, Air Force Surgeon General. Available at http://sg-www.satx.disa.mil/AFMS_Metric_Guidance.doc; accessed May 15, 2019.
 - Schneider J: Guard Care program in rural Wisconsin. The New York Academy of Medicine, 1998. Available at <http://cues.nyam.org>, February 9, 1999; accessed February 9, 2019.
 - Bener S: Health and Active Duty. Morgan State University, Department of the Army, Master's Thesis, Baltimore, MD, 1999. Available at (url); accessed Feb 21, 2019.